

25X1

1. SSA/DDA
2. EO/DDA
3. ADDA
4. DDA

25X1

1-4:
should be amended to
include C/Audit Staff.

25X1

ROUTING AND TRANSMITTAL SLIP

Date

10 FEB

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. A/DDA

2-10

2. DDA

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

0-1/2: PER OUR DISCUSSION, I DON'T THINK
REILLY WANTS WHAT HE IS REQUESTING — TO BE
AN ADDRESSEE WHICH IMPLIES THAT HE WILL
HAVE TO OFFICIALLY CONCUR IN ALL ADMIN PLANS.
AS THEY GO THRU THE APPROVAL PROCESS. THIS IS
NOT CONSISTENT WITH AN AUDIT FUNCTION AND,
IN MY VIEW, REPRESENTS A CONFLICT OF
INTEREST — HE CANNOT PERFORM POST
INSPECTIONS OF PLANS/PROCEDURES RE THEIR
CONFORMANCE TO CERTAIN STANDARDS WHICH
HE HIMSELF CONCURRED WITH IN THEIR
FORMATIVE STAGES.

I THINK YOU CAN ACCOMPLISH WHAT
(OVER)

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 311-156 (17)

HE WANTS BY SIMPLY SENDING
HIM A COPY OF THE PLANS AFTER
THEY ARE APPROVED.

SUGGEST YOU GIVE HIM A CALL.



25X1

SECRET

DD/A Registry

82-0350

3 February 1982

MEMORANDUM FOR: Deputy Director for Administration

VIA: Inspector General *es*FROM:
Chief, Audit Staff

SUBJECT: Administrative Plans

DD/A REGISTRY**FILE: 351-1**

1. As a result of increasing activity in the field of Agency proprietaries and controlled subsidiaries, I am concerned that the Audit Staff fulfill its responsibility in this area in a timely and comprehensive way. Given the sensitivity and the level of resources involved in many of those activities, it is our policy to audit each of them on an annual basis.

2. It is crucial to our operation that we be made aware promptly of new entities being formed or contemplated, as well as being informed when existing entities are changed. Normally we note the inclusion of funding for new activities by monitoring the appropriate General Ledger Accounts: General Ledger

ities within Subsidy Projects." This has not always proved to be sufficient. In the case of one sensitive proprietary and two controlled subsidy activities the responsible finance officer failed to make the appropriate accounting entries. While this does not happen very often, the fact that it could (and has) tends to reduce our confidence that we are aware of the full scope of our responsibilities.

3. This is by way of prelude to requesting, therefore, that the Chief, Audit Staff, be added as an addressee for all approved administrative plans prepared for proprietary and controlled subsidy activities. Where necessitated by the sensitivity of a given project, this distribution could be on an "eyes only" basis, with further knowledge of the projects within the Audit Staff being restricted to only those individuals required to be briefed for actual conduct of subsequent audits (as we have done in a number of sensitive projects in the past involving both proprietaries and other activities).

STAT

82-0350

~~SECRET~~

4. The Deputy Director for Operations recently approved a like request with respect to proprietary and controlled subsidy operations which fall within his purview.

5. If you agree with this proposal, I request that you issue instructions that Chief, Audit Staff be added as an addressee for all administrative plans.

25X1



* APPROVED:

25X1



[Signature]
Deputy Director for Administration

2-11-82

Date

* *Copies of Admin Plans will be made available*

Distribution:

Orig - Adse (return C/AS)
1 - DDO
1 - C/CCS
~~1~~ - DDA Subj
1 - DDA Chrono